

## WebEOC – Personnel Record

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### 1. Introduction

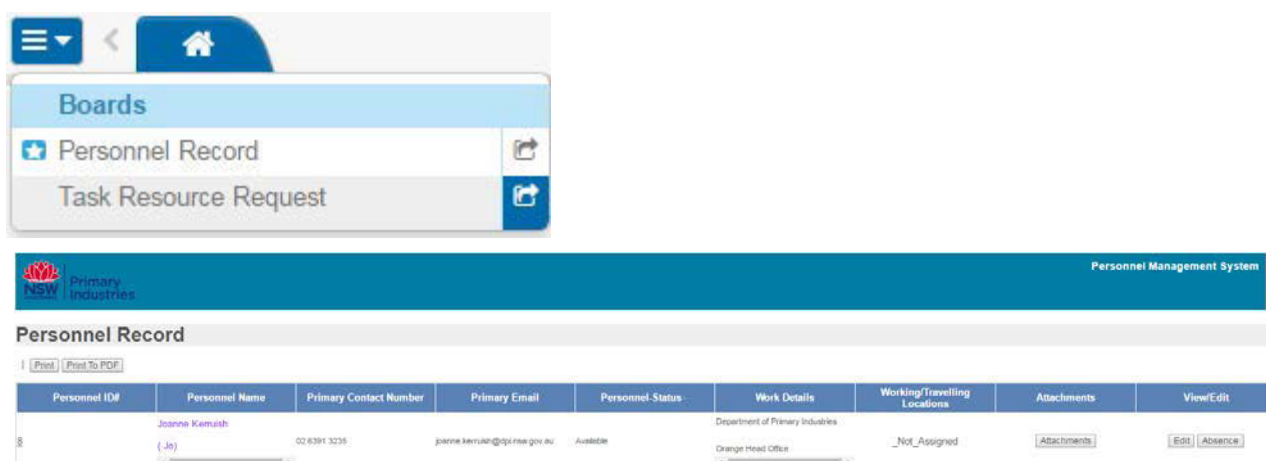
The Personnel Record board allows a user to maintain information about themselves for use in coordination of emergency management activities. Information provided will be kept confidential and access provided to limited roles within Logistics and the Emergency Management Unit to enable management of personnel in emergency operations. A small number of fields are mandatory, however to safely manage personnel, accurate and complete information is required.

### 2. Access

Refer to the [WebEOC Introductory User Guide](#) for information on access to and the basic structure of WebEOC. The input screen and the options on the Main Menu vary with the user's position.

### 3. Main Menu

Click on Personnel Record on the Main Menu to access the Personnel Record display view.



Personnel ID#	Personnel Name	Primary Contact Number	Primary Email	Personnel Status	Work Details	Working/Travelling Locations	Attachments	View/Edit
8	Joanna Kemush (Jo)	02 6391 3235	joanna.kemush@dpi.nsw.gov.au	Available	Department of Primary Industries Orange Head Office	_Not_Assigned	[Attachments]	[Edit] [Absence]

## 4. Personnel Input Screen

Refer to the generic data input business rules for fields such as dates and text in the [WebEOC Introductory User Guide](#).

The Personnel Record input screen has been divided into sections which can be minimised or expanded to enable better navigation and display of information. Each section can be expanded by clicking the plus button and minimised by clicking the minus button.

### 4.1. Add / Edit Personnel Information

If the username you entered matches the full name for a personnel record a summary of your personnel data will appear in the display view. Click 'edit' to view and edit your information.

If no match is found for the WebEOC user details a 'new user' button will appear. Click this button to enter your personnel information. Note: Your Username for WebEOC and your Full Name in Personnel **must be the same** in order for you to view your details in the future.

The screenshot shows the 'Personnel - EDIT' interface. At the top, there are buttons for 'Save and Add Attachment', 'Cancel', 'Print', and 'Print To PDF'. Below these are several expandable sections: 'Personnel Record', 'Work Details', 'Home Details', 'Licenses and Authorisations', 'Medical History', 'Next of Kin / Emergency Contact', and 'Preferences'. The 'Personnel Record' section is expanded, displaying a koala photo, a barcode with the number 28, and the following fields: Title (dropdown menu set to '\_Not Assigned'), Personnel ID (text box with '28'), Full Name (text box with 'Test User'), Preferred Name (text box with 'Tester'), and Gender (dropdown menu set to 'Female'). At the bottom of the form, there are 'Save' and 'Cancel' buttons. The footer of the page reads '© 2012 Department of Primary Industry - Government of New South Wales - Australia'.

#### 4.1.1. Personnel Record

This is a close-up view of the 'Personnel Record' section from the previous screenshot. It shows a koala photo, a barcode with the number 28, and the following fields: Title (dropdown menu set to '\_Not Assigned'), Personnel ID (text box with '28'), Full Name (text box with 'Test User'), Preferred Name (text box with 'Tester'), and Gender (dropdown menu set to 'Female').

Field Name	Field Type	Expected / Available Response	Comment
Photo	<i>Automatic</i>		Photo will display only after it is attached using the attachments display view.
Barcode	<i>Automatic</i>		Automatically generated after the first save of personnel record. The number and barcode are unique to the personnel record.

Field Name	Field Type	Expected / Available Response	Comment
Title	Drop down list	_Not_Assigned is the default value that indicates this field has not been completed	Select title from list
Personnel ID	<i>Automatic</i>		Automatically generated after first save of personnel record. The number is unique to the personnel record.
Full Name	Text	First name then family name with first letter capitals eg John Smith	This may include middle name or middle initial if you used these during creation of your WebEOC user account. <b>Note:</b> Once saved this field is locked.
Preferred Name	Text	Enter preferred name	Optional
Gender	Drop down list	_Not_Assigned is the default value that indicates this field has not been completed	Once selected this will apply a colour to entries in the Personnel display view, purple for Female and gold for Male

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**4.1.2. Work Details**

Work Details

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**Employee Details**

Normal Position

Normal Employee ID

Supplier / Organisation

Normal Work Site

Work Phone   (primary phone number)

Mobile Phone   (primary phone number)

Work Email   (primary email address)

Work Fax

**Physical Address**

\_Unit\_Type  Unit #  Street #  Street Name  \_Street\_Type

Suburb  \_State\_Type  Post Code  Australia

State Other

**Postal Address**

(same as physical address)

\_Unit\_Type  Unit #  Street #  Street Name  \_Street\_Type

Suburb  \_State\_Type  Post Code  Australia

State Other

Substantive Supervisor

Field Name	Field Type	Expected / Available Response	Comment
Employee Detail	Sub Heading		
Normal Position	Text	Normal position/role title e.g. Emergency Management Officer	

Field Name	Field Type	Expected / Available Response	Comment
Normal Employee ID	Text	Normal employee ID number e.g. 90000365	
Supplier / Organisation	Text	Supplier/Organisation name e.g. Department of Primary Industries	Enter full supplier/organisation name, NOT abbreviation
Normal Work Site	Text	Normal office location	Avoid using abbreviations of site names where possible
Work Phone	Text + Checkbox	xxxx xxx xxx	Use checkbox to indicate if this is your primary contact number
Mobile Phone	Text + Checkbox	xxxx xxx xxx	Use checkbox to indicate if this is your primary contact number
Work Email	Text + Checkbox		Use checkbox to indicate if this is your primary contact email
Work Fax	Text	xxxx xxx xxx	
Radio Channel	Text + Checkbox		Optional
Physical Address	Sub Heading		
_Unit_Type	Drop down list	Select appropriate unit type (if applicable) from the list	Choose an applicable unit type for work physical address, or leave at default value (Unit Type) if not applicable
Unit #	Text	Enter unit number (if applicable)	Leave blank if not applicable
Street #	Text	Enter street number (if applicable)	Leave blank if not applicable
Street Name	Text	Enter street name	
_Street_Type	Drop down list	Select appropriate street type from the list	Choose applicable street type.
Suburb	Text	Enter suburb name	
_State_Type	Drop down list	Select appropriate state from list	Use 'Other' for international addresses.
Post Code	Text	Enter postcode	
Country / Australia	Text	Australia is default	Type over if country is other than Australia.
Validate	Button	Click to validate address	Validation will be used in future enhancements to geographically place personnel in relation to a response or activity.
State Other	Text	Enter State if outside Australia	Only applicable if 'Other' has been selected for State Type.
Postal Address	Multiple fields	Details for postal address	Refer to physical address information.
Same as physical address	Checkbox	Tick if applicable	If ticked other fields will automatically populate to match Physical Address details.
Substantive Supervisor	Sub Heading, expandable		Expand section using plus
Supervisor Name	Text	Name of normal work supervisor	Required in cases of workplace incidents eg accidents
Supervisor Position	Text	Position of normal work supervisor	
Supervisor Email	Text	Email address for normal work supervisor	
Supervisor Phone	Text	xxxx xxx xxx	Preferred contact number for normal work supervisor

### 4.1.3. Home Details

Home Details -

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Personal Contact Details

Home Phone   (primary phone number)

Personal Mobile Phone   (primary phone number)

Personal Email   (primary email address)

Physical Address

\_Unit\_Type  Unit #  Street #  Street Name   \_Street\_Type

Suburb   \_State\_Type  Post Code  Australia

State Other

Postal Address

(same as physical address)

\_Unit\_Type  Unit #  Street #  Street Name   \_Street\_Type

Suburb   \_State\_Type  Post Code  Australia

State Other

Field Name	Field Type	Expected / Available Response	Comment
Home Phone	Text + Checkbox	xxxx xxx xxx	Use checkbox to indicate if this is the primary contact number
Personal Mobile Phone	Text	xxxx xxx xxx	Use checkbox to indicate if this is the primary contact number
Personal Email	Text		Use checkbox to indicate if this is the primary contact email
Physical Address	Sub Heading		
_Unit_Type	Drop down list	Select appropriate unit type (if applicable) from the list	Choose an applicable unit type for home physical address, or leave at default value (Unit Type) if not applicable
Unit #	Text	Enter unit number (if applicable)	Leave blank if not applicable
Street #	Text	Enter street number (if applicable)	Leave blank if not applicable
Street Name	Text	Enter street name	
_Street_Type	Drop down list	Select appropriate street type from the list	Choose applicable street type
Suburb	Text	Enter suburb name	
_State_Type	Drop down list	Select appropriate state from list	Use 'Other' for international addresses
Post Code	Text	Enter postcode	
Australia	Text	Australia is default	Type over if Country is other than Australia
Validate	Button	Click to validate address	Validation will be used in future enhancements to geographically place personnel in relation to a response or activity
State Other	Text	Enter State if outside Australia	Only applicable if 'Other' has been selected for State Type
Postal Address	Multiple fields	Details for postal address	Refer to physical address information.

Field Name	Field Type	Expected / Available Response	Comment
Same as physical address	Checkbox	Tick if applicable	If ticked other fields will automatically populate to match Physical Address details

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#### 4.1.4. Licences and Authorisations

Field Name	Field Type	Expected / Available Response	Comment
<b>Driver's licence</b>	Sub Heading		
Drivers' Licence Number	Text	Enter driver's license number	
Class	Text	Enter class of licence e.g. C, LR, HR, HC, etc.	
Expiry	Date	Use calendar button to select license expiry date, or enter date in the format dd_mm_yyyy	
Issuing Authority	Text	Enter name of issuing authority	State or Authority issuing the License
<b>Add Other Licences...</b>	Sub Heading		Additional records may be added using the 'add next' button
License Type	Text	Enter the type of license held	Use sufficient detail to avoid confusion if there are multiple licenses with similar names
Number / ID	Text	Enter license number/ID	

Field Name	Field Type	Expected / Available Response	Comment
Expiry	Date	Use calendar button to select license expiry date, or enter date in the format dd_mm_yyyy	Leave blank if license has no expiry
Comment	Text	Any other relevant details about the license	Include Issuing Authority
Authorisation	Sub Heading		
Professional Identification Type	Text	Enter professional identification type e.g. Civil Aviation Authorisation, Australian Veterinary Association registration	Enter issuing authority's name as part of Identification Type. If there are more than one add additional to 'Add Other Licences...' – see above
Professional Identification ID Number	Text	Enter professional identification ID number	
Professional Identification Expiry Date	Date	Use calendar button to select ID expiry date, or enter date in the format dd_mm_yyyy	Leave blank if ID has no expiry date
<b>First Aid Certification</b>	Sub Heading		
Issue Date	Date	Use calendar button or enter date in the format dd_mm_yyyy	Date of issue
Expiry	Date	Use calendar button or enter date in the format dd_mm_yyyy	Date of expiry on the first aid certificate or if unknown add 3 years to issue date

### 4.1.5. Medical History

Medical condition information is to ensure you are placed in an appropriate role. Completing this section is optional.

Medical History

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**Known Medical Conditions**

Details of known condition

(Strict privacy is maintained for all details provided regarding known Medical Conditions)

Provide Details

Current Medications  (Strict privacy is maintained for all details provided regarding known Medical Conditions)

Location of available Medications  (Strict privacy is maintained for all details provided)

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**Allergies**

Known Allergic Condition(s)

Allergy Details

Allergy Treatment(s) Available

Allergy Treatment Details

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**Work Restrictions**

List Work Restrictions  (Strict privacy is maintained for all details provided)



Field Name	Field Type	Expected / Available Response	Comment
<b>Known Medical Conditions</b>	Sub Heading		
Details of known condition	Drop down list	Not Assigned is the default value that indicates this field has not been completed	Choosing 'Yes' enables subsequent fields If 'No' is selected, move to Allergies below
Provide Details	Text	Further details relating to medical condition/s	Not Mandatory
Current Medications	Text	List current medication used to treat medical condition/s	Not Mandatory
Location of available medication	Text	Describe location of available medication	Describe where a third person will locate medication for person to administer themselves
<b>Allergies</b>	Sub Heading		
Known Allergic Condition(s)	Drop down list	Not Assigned is the default value that indicates this field has not been completed	Choosing 'Yes' enables subsequent fields If 'No' is selected, move to Work Restrictions below
Allergy Details	Text	Further details relating to allergy	Provide detail of Allergy including allergen and result / reaction
Allergy Treatment(s) Available	Drop down list	Not Assigned is the default value that indicates this field has not been completed	Choosing 'Yes' enables subsequent text field. <b>Note:</b> Food allergies are in a separate section below
Allergy Treatment Details	Text	Further details relating to allergy treatment	List available allergy treatments and if the person carries them and their location
<b>Work Restrictions</b>	Sub Heading		
List Work Restrictions	Text	If work restrictions apply provide details	If work restrictions are temporary, include dates to indicate period they apply
<b>Special Dietary Requirements</b>	Sub Heading		
Consumes a Special Diet	Drop down list + Checkboxes	Not Assigned is the default value that indicates this field has not been completed	Choosing 'Yes' in the drop down list enables the checkboxes
Has Food Allergies	Drop down list	Not Assigned is the default value that indicates this field has not been completed	Choosing 'Yes' enables subsequent fields If 'No' is selected, move to Other Dietary Information below
Provide Details	Text	Provide detail of food allergy	Provide detail of Allergy including allergen and result / reaction. Also indicate whether any treatment is carried by the person and its location
Other Dietary Requirements	Drop down list + Text	Not Assigned is the default value that indicates this field has not been completed	Choosing 'Yes' enables the text field Food preferences etc may be listed here

Field Name	Field Type	Expected / Available Response	Comment
<b>Immunisations</b>	Sub Heading		
Influenza	Checkbox + Date	Use calendar button to select immunisation date, or enter date in the format dd_mm_yyyy	Ticking the checkbox will activate the Date field. If specific date of immunisation is not known enter the default date of the first (1) of the month.
Tetanus	Checkbox + Date	Use calendar button to select immunisation date, or enter date in the format dd_mm_yyyy	Ticking the checkbox will activate the Date field. If specific date of immunisation is not known enter the default date of the first (1) of the month.
Q Fever	Checkbox + Date	Use calendar button to select immunisation date, or enter date in the format dd_mm_yyyy	Ticking the checkbox will activate the Date field. If specific date of immunisation is not known enter the default date of the first (1) of the month.
Hepatitis A	Checkbox + Date	Use calendar button to select immunisation date, or enter date in the format dd_mm_yyyy	Ticking the checkbox will activate the Date field. If specific date of immunisation is not known enter the default date of the first (1) of the month.
Hepatitis B	Checkbox + Date	Use calendar button to select immunisation date, or enter date in the format dd_mm_yyyy	Ticking the checkbox will activate the Date field. If specific date of immunisation is not known enter the default date of the first (1) of the month.
<b>Add Other Immunisations</b>	Sub Heading		Additional records may be added using 'add next' button
Immunisation	Text	Type of Immunisation	
Date of Immunisation	Date	Use calendar button to select immunisation date, or enter date in the format dd_mm_yyyy	If exact date is not known enter a default date of the first (1) of the month immunisation received
Expiry Date	Date	Use calendar button to select immunisation expiry date, or enter date in the format dd_mm_yyyy	Leave blank if the immunisation does not expire or expiry is unknown

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#### 4.1.6. Next of Kin / Emergency Contact

Field Name	Field Type	Expected / Available Response	Comment
<b>Contact 01</b>	Sub Heading		
Full Name	Text	First name then family name	WebEOC Introductory user guide – generic data input business rules
Address	Text	Enter full physical address	Full physical street address not postal address. Include state and country (if other than Australia).
Phone	Text	xxxx xxx xxx	Include country code if person is international
Mobile	Text	xxxx xxx xxx	
Relationship	Text	Not Assigned is the default value that indicates this field has not been completed. Select relationship from list.	Select 'other' if the relationship does not appear on the list.
Primary Contact / NOK	Checkbox	Tick if applicable	Tick if this is the Primary Contact in the event of an emergency. Only one may be tagged as the Primary Contact.
<b>Contact 02</b>	Multiple fields	Details for the second next of kin contact	Refer to Contact 1 information.

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#### 4.1.7. Preferences

The screenshot shows a web form titled 'Preferences'. It is organized into three main sections:

- Working / Traveling Locations:** Contains five dropdown menus, all set to 'No'. The options are: Local - Only, Local - Preferred, State-Wide, Inter-State (Expression of Interest Only), and Other. Below these is a text input field labeled 'Other'.
- Section:** Contains six dropdown menus, all set to 'No'. The options are: Control, Finance and Administration, Logistics, Operations, Planning, and Public Information. Below these is a text input field labeled 'Other'.
- Role:** Contains one dropdown menu labeled 'Operating Level' and three more dropdown menus, all set to 'No'. The options are: (State Coordination Centre), (Local/Regional Control Centre), and (Forward Command Post).

Field Name	Field Type	Expected / Available Response	Comment
<b>Working / Traveling Locations</b>	Sub Heading		
Local - Only	Drop down list	No Yes	If selecting 'Local – Only' leave all other location options set to default of 'No'
Local - Preferred	Drop down list	No Yes	
State-Wide	Drop down list	No Yes	
Inter-State (Expression of Interest Only)	Drop down list	No Yes	State-wide must be selected in conjunction with this field. This is an Expression of Interest only.
Other	Drop down list	No Yes	If Yes enter detail in Other text box

Field Name	Field Type	Expected / Available Response	Comment
Other	Text	Detail of preferred location	Describe preferred location for emergency management activity participation
Preference Comments	Text	Provide any additional comments	
<b>Section</b>	Sub Heading		
Control	Drop down list	No Yes	Indicate which section/s is preferred
Finance and Administration	Drop down list	No Yes	Indicate which section/s is preferred
Logistics	Drop down list	No Yes	Indicate which section/s is preferred
Operations	Drop down list	No Yes	Indicate which section/s is preferred
Planning	Drop down list	No Yes	Indicate which section/s is preferred
Public Information	Drop down list	No Yes	Indicate which section/s is preferred
Other	Drop down list + Text	No Yes	If Yes record detail e.g. Safety, Intelligence
<b>Role – Operating level</b>	Sub Heading		
State Coordination Centre	Drop down list	No Yes	Indicate preference for operating level
Local/Regional Control Centre	Drop down list	No Yes	Indicate preference for operating level
Forward Command Post	Drop down list	No Yes	Indicate preference for operating level

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## 5. Personnel Record Display View

- Use the 'edit' button to update your personnel record.
- Use the 'attachments' button to add attachments to the personnel record, including a [photo](#) for creation of emergency management Photo ID.
- Use the 'absence' button to register periods of absence from emergency management activities.

## 6. Attachments

Attachments may be added to the personnel record, including a photo for creation of emergency management Photo ID.

### 6.1. Adding attachments

On the personnel record display view, click the 'attachments' button to launch the User Attachment Log.

From the User Attachment Log you can add standard attachments using the yellow 'add record' button. Standard attachments may include copies of certificates, qualifications, licences and units of competency statement of attainment.

You may also upload a photo for use in creation of an emergency management Photo ID (refer to 6.2 [Upload photo](#) instruction).

Field Name	Field Type	Expected / Available Response	Comment
Personnel Name	Auto Text	Automatically displays your name.	
Attachment	Button	Click button to select required file for upload.	
Attachment Details	Text	Specific detail for the attachment including: Type of file, title, date, etc.	If file name does not fully identify the file type and purpose, enter details here.

Click 'save' to return to the User Attachment Log.

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## 6.2. Upload photo

A photo is added to the Personnel Record through use of the yellow 'upload photo' button. The Photo is used to create a Photo ID for emergency management activities. The uploaded image should be passport style and display a front-on representation of the person.

Click 'choose file' to locate the required photo.

Once selected the file name will display beside the Choose File button.

Click 'save'. When you return to the User Attachment Log the selected image will be displayed.

Click the blue 'return' button to return to the Personnel Record display view.

Repeat the process to replace the photo.

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## 7. Absences

Registering periods of absence from emergency management activities ensures you will be considered for roles during periods of time you are available and will not be contacted when you are not available.

Periods of absence from emergency management activities may not necessarily be the same as leave periods from work. For example, you may include time you are required to travel for your substantive/normal role as an absence for an emergency role.

When entering periods of absence it is possible to select either:

- Unavailable – not available to attend emergency activities, or
- Available on Request – may be available to attend emergency activities if required.

If you select 'Available on Request' you may be contacted by a person attempting to fill roles within the roster.

To record or edit absences click the 'absence' button on the Personnel Record display view, this will launch the Absence Summary.

## 7.1. Recording Absence

Click the 'new absence' button.

Field Name	Field Type	Expected / Available Response	Comment
Available on Request	Check box		If checked, you may be contacted to participate in emergency management activities, after 'available' personnel have been contacted.
Unavailable From	Date	Select from calendar view or enter as dd/mm/yyyy the date absence starts	Mandatory
Unavailable To	Date	Select from calendar view or enter as dd/mm/yyyy the date absence ends	Mandatory
Recurrence	<b>Section heading</b>		
Daily	Radio Button		Every day between the dates will be recorded as an absence.
Week Days	Radio Button		All weekdays between the selected dates will be recorded as an absence.
Weekend	Radio Button		Every Saturday and Sunday between the selected dates will be recorded as an absence.
Weekly	Radio Button		You will be required to select days of the week for which this absence will apply. If you select Wednesday then every Wednesday between the selected dates will be recorded as absences.
No Recurrence	Radio Button	Default button	If selected, any previous selection of days will be removed and the absence will apply to days between the selected dates.
Days	Checkboxes	Appears when daily, week days, weekend or weekly are checked.	Using the recurrence radio buttons will change the selection of days. For weekly, uncheck the days for which the absence will not apply.

Click 'save' to return to the Absence Summary or 'save and add new entry' to enter more periods of absence.

Periods of absence from the current month forward are displayed in the calendar that will appear below the Absence Summary. Red calendar highlights indicate days you have recorded absences. Orange calendar highlights indicate days you have recorded Available on Request. Where Absence and Available on Request periods overlap, Available on Request will be displayed.



**Absence Summary**
[New Absence](#) | [Return to Personnel](#) | [Print](#) | [Print To PDF](#) | [Cancel](#) | [Show Expired Records](#)

Personnel ID #: 133

Personnel Name: Jane Green

Unavailable From	Unavailable To	Available On Request	Recurrence	Actions
12/09/2016 23/09/2016	15/09/2016 26/09/2016	Yes	Only Nil	<a href="#">Edit</a>   <a href="#">Delete</a> <a href="#">Edit</a>   <a href="#">Delete</a>

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	[Absence]					
18	19	20	21	22	23	24
	[Absence]					
25	26	27	28	29	30	1
[Absence]						

Each absence period can be edited by clicking on the 'edit' button or deleted by clicking 'delete'. Confirmation of the deleting function will be requested.

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## 8. Contacts

New user accounts and unlocking accounts – contact the designated administrator (eg Logistics Officer or support person in a response) or Emergency Management Unit (outside a response) contact [emergency.preparedness@dpi.nsw.gov.au](mailto:emergency.preparedness@dpi.nsw.gov.au).

### User Guide Information

<b>Authorised by</b>	Manager Emergency Operations	<b>Authorised date</b>	21 Nov 2016
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### Revision History

Version	Date	Section	Details
1	12 Sept 2016	All	For approval
2	14 Nov 2016	All	Update for EMtrain compatibility

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